

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u>	Police Auxiliary Officer	<u>Revision Date:</u>	04/06
			<u>EEO Function:</u>	Police
			<u>EEO Code:</u>	Protective Service
			<u>Status:</u>	Non-exempt
			<u>Control No:</u>	36413

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of a Police Sergeant and/or Peace Officer, provides a range of routine and emergency police services. Enforces criminal laws and county and city ordinances.

III. Essential Duties:

- Communicates effectively with merchants, businesses, and citizens identifying problem areas or concerns
- Works with merchants, businesses, and citizens in solving problems within the community
- Gathers information through observation and public interaction. Articulate the information through written reports
- Enforces local and state laws
- Responds to telephone and walk-in complaints/calls for service under the direction of a Peace Officer
- Safely and effectively operates a police vehicle according to Departmental and EVO policy (skills course only)
- Communicates effectively, in the English language, both verbally and in writing
- Provides for protection and security of citizens through the application of appropriate arrest control techniques
- Assists in the investigation of criminal offenses
- Effectively utilizes lethal and less-lethal weapons within departmental guidelines
- Successfully interacts with, and when necessary, control persons experiencing emotional, psychological, or other disorders in a manner prescribed by Departmental Policy
- Responds to calls for service at police department and department substations

Specialty Assignments: Specialty assignments are generally for a fixed period of time or may be a day-to-day assignment.

**Investigator**

- Takes and prepares case, accident and other official reports
- Investigates criminal activity
- Verifies vehicle identification numbers and registrations, confirms compliance with fix-it citations and performs other checks and authorizations
- Interviews suspects and witnesses
- Screens cases with the City Attorney and District Attorney
- Testifies as a witness in court
- Performs telephone callbacks
- Prepares photo spreads and fingerprints
- Assists in criminal crime scene investigations
- Responds to calls for service and crime scenes under the direction of a Peace Officer
- Serves as a Court Bailiff on an as needed basis

**Court Bailiff**

- Assures that criminal defendants, who are in custody, are prevented from having physical contact with family, friends, or spectators in order to prevent the passing of weapons or contraband
- Observes all persons entering the courtroom, their movement and their activities
- Limits access to the bench and other restricted areas

- Searches the interior of the courtroom, judicial chambers, jury room, restrooms, and other restricted areas each morning prior to the arrival of any other court participants. Conducts similar searches following any recesses to assure the rooms are clear of weapons, explosives, or contraband
- Communicates effectively with defendants, court personnel, citizens and other people who use Sandy Justice Court services.
- Provides a sense of security to all court participants
- Successfully interacts with, and when necessary, control persons experiencing emotional, psychological, or other disorders
- Supports and assists outside law enforcement agencies as requested by those agencies

#### **Desk Officer**

- Investigates criminal activity
- Prepares case, accident and other official reports
- Verifies vehicle identification numbers and registrations, confirms compliance with fix-it citations and performs routine checks and authorizations
- Interviews suspects and witnesses
- Screens cases with City Attorney
- Prepares photo spreads and fingerprints
- Assists with crime scene investigations
- Responds to calls for service and crime scenes under the direction of a Peace Officer
- Serves as a Court Bailiff on an as needed basis

#### **Crime Scene Analyst**

- Prepare follow-up reports on evidence located and collected at crime scenes
- Identifies and collects latent prints
- Responds to crime scenes to process and photograph them
- Operates and maintains a police crime scene vehicle
- Interacts with and maintains working relationships with outside agency lab services
- Prepares court room presentations
- Serves as Court Bailiff on an as needed basis.

#### IV. Marginal Duties

- Make court appearances when necessary
- Perform other duties as assigned

#### V. Qualifications:

**Must have a valid Utah Drivers License. Must pass P.O.S.T. exam with a score of 80% or better overall. Must be able to type at least 30 wpm, type test required. Utah State Statute requires that a peace officer:**

- Must be a United States citizen
- Must be at least 21 years of age at the time of appointment as a peace officer
- May not have been convicted of an offense involving dishonesty, unlawful sexual conduct or physical violence
- May not have been convicted of the unlawful use, sale, or possession of a controlled substance prior to five years from the date of conviction or last usage
- May not have been convicted of a crime for which the applicant could have been punished by imprisonment in a federal penitentiary of this or another state
- Must be a High School graduate or equivalent
- Must demonstrate good moral character as determined by a background investigation
- Must be free of any physical, emotional, or mental conditions that might affect adversely the performance of duty as a peace officer

**Probationary Period:** A one-year probationary period is a prerequisite to this position.

**Responsibility for:** Great responsibility for the care, condition, and use of materials, equipment, money, and tools; great responsibility for decisions that affect the lives and well-being of others; use of sound judgement when deciding when to take police action and what situations warrant an arrest.

**Communication Skills:** Ability to effectively counsel, persuade, and inform others regarding city operations, policies and needs, under close scrutiny of the public, press, political interests, courts and other agencies of government; respond impromptu, examine witnesses effectively, and argue persuasively, often under hostile and stressful circumstances. Relate positively and professionally with legal counsel, judicial, administrative and legislative officials, press representatives, co-workers, and members of the general public; exhibit patience and empathy with persons holding hostile or opposing views; maintain professional confidences; constructively and creatively solve problems and resolve disputes; represent the City with decorum in a manner which promotes public confidence in the City, its officials and employees.

**Tool, Machine, Equipment Operation:** Regular use of a hand-held walkie talkie, a police passenger vehicle, two-way radio, and typewriter and calculator; occasional use of computer, copy machine, and firearms.

**Analytical Ability:** Great initiative and ingenuity is necessary; constant alertness to react to unexpected situations; collect and rapidly assimilate facts; organize, analyze, and retain familiarity with large numbers of complex court cases; research effectively and require and retain familiarity with sophisticated and rapidly changing principles of law and apply principles to complex factual situations; concentrate and function effectively and independently under heavy workload demands in matters of serious financial or practical consequence or involving the welfare of lives and property.

#### VI. Working Conditions

Great pressure and fatigue are present in this position due to moderate exposure to stressful situations, overtime, and deadlines; constant attendance is required; work assignments are broad and performed with little or no supervision or checking; work procedures are established, refer only unusual cases to supervisor; moderate physical exertion including climbing, kneeling, stooping, and balancing; must work in all weather conditions as well as all types of environmental and physical hazards.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.